Nevada

Supplement to the Guidelines for the Nevada Proficiency Examination Program

For use with reference ONLY to the
Nevada High School Proficiency Examination (HSPE)
and the Criterion Referenced Test (CRT).

School Test Coordinator's Manual

TABLE OF CONTENTS

General Information

The instructions contained in this *School Test Coordinator (STC) Manual* are a supplement to the *Guidelines for the Nevada Proficiency Examination Program 2002-2003*. This STC Manual describes procedures that you and STCs throughout the state should follow before, during, and after administration of the Nevada Criterion Reference Test (CRT) and High School Proficiency Examination (HSPE). This manual describes the responsibilities of the STCs and Test Administrators who will actually administer the test(s). Questions regarding test administration procedures should be directed to your District Test Director (DTD).

In addition to this manual, you should familiarize yourself with the *Test Administrator Manuals* (TAMs) for each grade and subject being tested. Take particular care to review all testing materials and to provide in-depth training to Test Administrators in your school.

School District Personnel Responsibilities for Testing

The following school district personnel are responsible for the administration of the Nevada CRT and HSPE tests:

District Test Director (DTD)
Each district has designated a District Test Director (DTD). The DTD has district-wide responsibility for implementation of test procedures and serves as the point of contact between the School Test Coordinators (STCs) and the Nevada Department of Education and Harcourt Educational Measurement.

School Test Coordinator (STC)
As the School Test Coordinator (STC), you have been designated to serve as the point of contact between the DTD and your school. In this role, you are responsible for ensuring that all testing procedures are implemented within the school and for maintaining the security of test materials. Take particular care to review all testing materials and provide training to your school's Test Administrators. Any questions you have regarding the tests should be directed to your DTD. The remaining sections of this manual contain more specific information about your responsibilities as School Test Coordinator.

Test Administrator
The Test Administrator is responsible for administering the test(s) according to the procedures contained in the *Test Administrator Manuals* and for maintaining the security of test materials.

Test Administration Dates

Each school district is to administer the CRT tests within its own established "testing window." Your DTD will work with you to establish dates and times for testing in your school. You must advise all Test Administrators of your school's specific test dates and times. If testing dates and/or times change after the original schedule is set, you must notify your DTD immediately. Your DTD will notify you of the statewide administration dates of the HSPE.

Students who are not in school on designated testing dates must be given an opportunity to take the missed test on a make-up basis. Work with your DTD to establish a schedule for make-up sessions within your school. Make-up sessions should be scheduled so that all testing is completed in time to meet your district's requirement for the return of materials.

KEY EVENTS

EVENTS	TEST PROGRAM	TESTING DATES
Districts Receive Secure Test Materials		
Jan. 26-30	1994 and 1998 Series HSPE (February Administration)	February 9–13
March 8-19	1994 and 1998 Series HSPE (April Administration)	March 29-April 2
April 26-30	1994 and 1998 Series HSPE (May Administration—Optional)	May 17–21
10-15 working days prior to test window	CRT	March 15-April 15

Deadline for pick-up of answer documents and test booklets by UPS from district offices is five (5) working days after the end of the testing window.

SCHOOL TEST COORDINATOR CHECKLIST

❑ Carefully read this *School Test Coordinator's Manual*, as well as any local directions you have been given. Resolve any questions you might have with your DTD.

❑ Work with your DTD to coordinate testing procedures and schedules in your school.

❑ Make certain that suitable testing sites are available.

❑ Select Test Administrators, determine the size of each testing group, and determine whether the use of Proctors will be necessary.

❑ Assist teachers in identifying students with exceptional needs that may require special accommodations for testing. Ensure that procedures for testing these students follow those specified by the Nevada Department of Education.

❑ Receive testing materials from your DTD. Inventory test materials to determine there are sufficient materials for all students to be tested.

❑ Provide training sessions for school Test Administrators and Proctors.

❑ Confirm with each Test Administrator how student identification information will be completed on the answer documents.

❑ Prior to each testing session, ensure that all Test Administrators have the materials required for testing.

❑ Monitor test administration and maintain security of test materials between testing sessions

❑ Collect and review student answer documents after testing

❑ Collect all secure test booklets after testing

❑ Package and return all test materials to your DTD

Specific Duties of the School Test Coordinator: Before Testing

Before testing, you should read this manual and review the *Test Administrator Manuals*. You should also attend training that your DTD will provide for you and other STCs in regard to your school district's administration of the CRT and HSPE tests.

Schedule Testing Sessions

All test sessions for your school must be scheduled within the district's testing window established by your DTD.

The High School Proficiency Examination and Criterion Referenced Tests are intended to be a measure of student proficiency rather than speed; therefore there are no time limits. Students who are working productively should be given as much time as needed to complete the test. Each of the HSPE and CRT tests consists of two parts and should take approximately 120 minutes to finish (about 60 minutes for each part).

Individual districts/schools will need to provide specific schedules that meet the needs of their particular situations, keeping in mind that all students who are working productively should be allowed to complete the test. The district/school might want to consider taking advantage of the midpoints of each test by scheduling breaks to minimize the effect of fatigue. Breaks must not be used as an opportunity to study the content area of a test.

Students requiring additional time beyond the scheduled testing period may need to be relocated to a different testing area or may need to continue working through scheduled breaks. When relocating a student to a different testing location is required, the student should not converse or interact with other students. Test administrators must collect all testing materials from students during the relocation and return them once students are situated.

Flexible scheduling (e.g. time of day, minutes between sessions, days between sessions, etc.) is another point for the district/school to consider. The order of what test is given on which day is also a flexible decision for the district/school to make. Whatever decisions are made in terms of the scheduling, students must not be allowed to return to test items from previous testing sessions or look ahead to upcoming sessions.

Determine Where Tests Will Be Administered

Make arrangements for appropriate physical conditions for testing. Testing rooms should be quiet, well lighted, and well ventilated. Each student should have enough workspace for an open test booklet and an answer document. Crowding should be minimized and seating arranged to discourage students from copying. It may be helpful to provide Test Administrators with "TESTING IN PROGRESS: DO NOT DISTURB" signs that may be placed on their doors.

If CRT and / or HSPE tests will be administered to students who are homebound, be sure that Test Administrators understand the procedures for maintaining security of all test materials. If you have questions about test administration for students who are homebound, contact your DTD

Select Test Administrators and Determine Testing Groups

STCs in middle schools or high schools will need to determine how students will be grouped for testing (e.g., in homerooms, in regular English classes, etc.) and which staff members will serve as Test Administrators.

Determine the Need for Proctors/Interpreters and Arrange for Assistance

Test Administrators are instructed to discuss the need for Proctors with you. The use of non-school personnel as Proctors should be approached with caution. Proctors should receive the same training as Test Administrators. If Proctors are not used, you may wish to arrange to have another adult within calling distance of each testing session so that an emergency situation, such as a student becoming ill, may be handled with a minimum of disruption.

For some accommodations, Interpreters may be required during the testing session. Interpreters are required when a student's IEP or 504 plan specify that the student needs to have test items or directions interpreted by signing or translation in order to participate.

Receipt, Inventory and Distribution of Test Materials

The Nevada Department of Education will provide, through Harcourt Educational Measurement, test materials for the HSPE program and the CRT programs. Materials will be shipped to the districts in separate secure shipments for each program, according to the enrollment information provided by each district.

The School Test Coordinator should **immediately** inventory all test materials received. The total number of boxes received and should equal the number of boxes shipped. If the total number of boxes indicated to have been shipped has not been received, contact your DTD.

Open each box of the shipment and inventory the contents of each carton. Verify the materials received in your shipment against the packing list. Check the quantities received against the materials actually necessary for testing and make an item-by-item note of any shortages which may exist. If any shortages have been noted, contact your DTD as soon as possible.

Compare the package numbers of the test booklets to your copy of the *School Security Checklist* to verify the test booklets assigned to your school. It is not necessary to open the shrinkwrapped packages to verify each test booklet number. The package label will list the code number of each test booklet within the package. Test booklets are shrinkwrapped in packages of ten (10), and numbered sequentially within each package. If any package label does not match the *School Security Checklist*, notify your DTD as soon as possible.

The *School Security Checklist* is provided for the STC to log-out/log-in test materials to Test Administrators in their school. Each Test Administrator should sign on the line next to each security number for each secure test booklet when first receiving materials and each day once testing has concluded. The *School Security Checklist* should be returned to the DTD with the secure materials. It is suggested that a photocopy be made of the *School Security Checklist* to be kept for examination and verification purposes in the Principals' and School Test Coordinators' files. If additional materials are needed in a school due to a change in enrollment, you should document the use of these materials on the *School Security Checklist* by entering the corresponding code numbers of the booklets received.

Test Administrator Manuals (TAMs) are confidential materials containing test-related information, though they are not part of the security checklist. Upon receipt, the *Test Administrator Manuals* should be distributed to the individual test administrators as soon as possible in order to allow sufficient time for them to review the manuals and become aware of the testing procedures. As with any testing materials, if you need additional manuals, please contact your DTD.

Retain the dual purpose cartons in which materials are shipped. These cartons should be used to return answer documents and test booklets to your DTD.

An example of a package label with the booklet barcode number and a sample *School Security Checklist* follow on the next two pages.

(BACK COVER OF <u>TEST BOOKLET</u>)

910322000150215

THIS PACKAGE CONTAINS BOOKLETS:

910321-000150521-6
910321-000150522-3
910321-000150523-0
910321-000150524-7
910321-000150525-4
910321-000150526-1
910321-000150527-8
910321-000150528-5
910321-000150529-2
910321-000150540-9

BE SURE TO REMOVE THE LARGE PACKAGE LABEL BEFORE DISTRIBUTING THE TEST BOOKLET TO THE STUDENT

910321-000150521-6

Figure 1: *Sample Secure Materials Package Label and Booklet Barcode Number*

HARCOURT EDUCATIONAL MEASUREMENT
NEVADA STUDENT ASSESSMENT PROGRAM

SCHOOL SECURITY CHECKLIST

TEST YEAR: 2002
DISTRICT: 045566   BEN FRANKLIN DISTRICT
SCHOOL: 045556677   BEN FRANKLIN ELEM

DISTRIBUTION FROM THE SCHOOL TEST DIRECTOR (STC) TO THE TEST ADMINISTRATOR(S)

SCHOOL TEST DIRECTORS: EACH DAY OF TESTING, THE TEST ADMINISTRATOR (TA) MUST INITIAL THE "OUT" COLUMN WHEN RECEIVING SECURE TEST MATERIALS. EACH DAY FOLLOWING TESTING, THE STC MUST INITIAL THE "IN" COLUMN WHEN THE TA RETURNS THE SECURE MATERIALS, WHEN THE MATERIALS ARE PACKAGED FOR RETURN, THE STC (OR DESIGNATED PERSON) MUST INITIAL THE "PACKAGED FOR RETURN" COLUMN, COMMENTS MAY BE WRITTEN ALONG THE MARGINS.

PACKAGE ID NUMBER	BOOKLET SECURITY NUMBER	TEST ADMINISTRATOR	DAY 1 OUT TA	DAY 1 IN STC	DAY 2 OUT TA	DAY 2 IN STC	DAY 3 OUT TA	DAY 3 IN STC	DAY 4 OUT TA	DAY 4 IN STC	DAY 5 OUT TA	DAY 5 IN STC	PACKAGED FOR RETURN
005-520-150	005-520-150												
	005-520-151												
	005-520-152												
	005-520-153												
	005-520-154												
	005-520-155												
	005-520-156												
	005-520-157												
	005-520-158												
	005-520-159												
	005-520-160												
	005-520-161												
	005-520-162												
	005-520-163												
	005-520-164												
	005-520-165												

Figure 2: *Sample School Security Checklist*

Test Security Guidelines

> ***Nevada statutes specifically prohibit the disclosure of the content of state examinations. The concern is twofold. First, students should have no knowledge of the test prior to the administration. Second, teachers should have no knowledge of the test content so that "teaching to the test" will not occur either inadvertently or intentionally.* (NRS 389.015)**

The following is a list of guidelines to assist persons involved in test administration in determining what actions may compromise test security.

1. All individuals involved in the test administration of the Nevada *Criterion Reference Tests* (CRT)/ *High School Proficiency Examination* (HSPE) should be familiar with test preparation procedures, handling test materials, and ensuring test security as described in the *Guidelines for the Nevada Proficiency Examination Manual* and in the *Test Administrator Manuals*.

2. Test booklets and used student answer documents must be secured in a locked storage room or file cabinet with limited access. The key must not be readily accessible to school personnel.

3. Test booklets are not to be distributed to test administrators until the day of testing, and are to be distributed and collected daily utilizing the *School Security Checklist*. Under no circumstances shall test booklets or student answer documents be circulated among faculty, other administrators, or peers. Copying **ALL OR ANY PART** of a test booklet or taking notes about the items included on a test is **STRICTLY PROHIBITED**.

4. When not in secure storage, test booklets must remain in the possession of the test administrator or proctor at all times.

5. The tests must be administered strictly in accordance with the instructions outlined in the *Test Administrator's Manuals*. Directions that are to be read to the students must be read exactly as they are written.

6. Students must never be exposed to test items or to the answers to test items prior to, during, or following test administration. **Intentional use of test items in any form (including rewording of such test items) is STRICTLY PROHIBITED.**

7. All persons are prohibited from providing students with the answer to any test item and from making any suggestion as to how to respond to a test item at any time, whether before, during, or after test administration. This prohibition includes provision of cues, clues, hints, and/or actual answers in any written, printed, verbal, and/or non-verbal form (including chalkboards, charts, and bulletin boards).

8. All persons are prohibited from changing students' answers to test items whether by providing hints or clues during test administration, correcting wrong answers during test administration, or by erasing or correcting answers or responses recorded by the student.

9. Test sessions should be scheduled so that students cannot obtain test information from other students who have already taken the test.

10. Once testing is complete, all test materials must be returned to the STC no later than the end of the school day on which the test(s) are administered

11. All known violations of test security procedures shall be documented in writing using the *Report of Test Irregularity* form and forwarded to the District Test Director (DTD).

STC RESPONSIBILITIES PRIOR TO TEST ADMINISTRATION

Preparation and Review of Answer Documents

It is recommended that school personnel complete the demographic information required on the answer booklets. This is particularly important for student status information such as IEP, ELL, etc., as well as other information of this nature.

If students are to complete the demographic data sections of their answer booklets, the instructions in the *Test Administrator Manuals* must be followed exactly.

Some districts will use Pre-ID labels. Student information must be verified carefully for accuracy. If an error is found, a new student answer booklet must be completed prior to testing. The Pre-ID label itself cannot be altered, and information on the label will override any sections gridded on the answer booklet.

A sample answer document demographic page is included in all manuals and it appears on the following page.
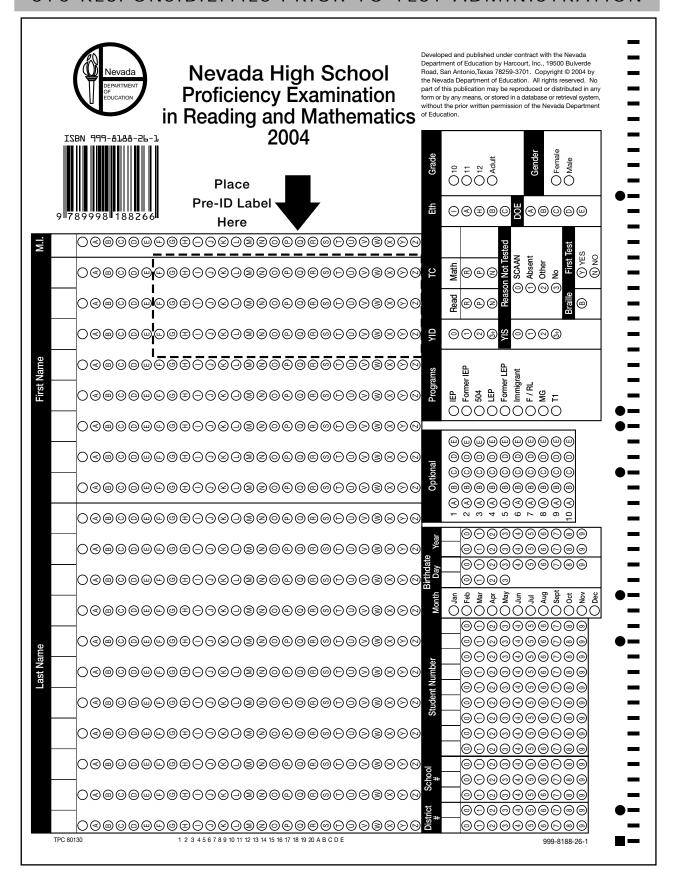
Figure 3: *Sample Answer Document Demographic Page*

Training of Test Administrators

Every effort should be made to ensure that the tests are administered properly. Any deviation from the procedures set forth in the *Test Administrator Manuals* could invalidate the test results. It is suggested that all test procedures (schedules, assignments, etc.) and local instructions be reviewed in a training session to include all Test Administrators and Proctors.

Training discussions should cover the following:

- Test schedule and administration of session breaks
- Test Security Guidelines
- Procedure for Testing Irregularities
- Preparation and review of student answer documents prior to testing.
- Answer document edit procedures following the test administration
- Alternate testing locations for students requiring additional time to complete the test
- Make-up testing for students absent on scheduled test dates
- Approved testing accommodations for IEP / ELL students (See appendices B and C in this manual)
- Any additional district/local instructions

> Please note that the front cover of CRT combined test booklets for grades 3, 5, & 8 have been modified to include a "Student Name" field. Students are required to print their name on the actual test booklet. Instructions are provided in the *Test Administrator Manuals*. For scoring purposes, it is essential that students utilize the same test booklet and answer document throughout all testing sessions.

Specific Duties of the School Test Coordinator: During Testing

Monitoring the Secure Administration of the Test

The most critical time for the STC is during the days of actual test administration. You should be actively involved in test administration through careful supervision and monitoring of procedures described in this manual.

Securing Test Materials Between Test Administration Sessions

You are responsible for signing out and signing in test booklets to administrators, and monitoring the secure storage of test materials between testing sessions. Test booklets and student answer documents must be stored in a locked, secure location when not in use.

Procedure for Handling Testing Irregularities

The *Test Administrator Manuals* instruct Test Administrators to immediately report any testing irregularities to you. You should notify your DTD immediately (via e–mail or phone) that a testing irregularity has occured.

A testing irregularity is any occurrence that may inappropriately influence a student's performance. Examples of testing irregularities include, but are not limited to, the following:

- a student becomes ill during testing

- a student is observed cheating during the testing session

- a teacher or another adult provides improper assistance to student

- testing accommodations specified in a student's IEP, or *LEP Participation Form* are <u>not</u> provided

- a student is provided an accommodation that is not specified in the student's IEP, or *LEP Participation Form*

- an excessive disturbance or disruption occurs during the testing session

- a student's test booklet or used answer document is missing

- any unused/unassigned test booklet is missing

All testing irregularities must be recorded on the *Report of Test Irregularity* form and submitted to your DTD within 14 days of the incident.

Report of Test Irregularity in the
Nevada Proficiency Examination Program
2003-2004 School Year

This report must be completed within 14 days of the incident in which the test irregularity has occurred. A copy of this report is to be filed with the Test Director in your school district, who must immediately forward a copy of the report to Carol Mason, Administrative Assistant for Test Security, at the Nevada Department of Education.

Address: 700 East Fifth Street, Room 108, Carson City, NV 89701
E-mail: cmason@nsn.k12.nv.us   Fax: 775-687-9118

For more information, contact Carol Crothers (775-687-9135) or Kim Knudson (775-687-9184) at the Nevada Department of Education.

School: _____   District: _____   Date: _____

Name of School Principal: _____   Phone #: _____

Name of Person Completing Form: _____   Phone #: _____

Title: _____   Date of Incident: _____

Indicate the Test(s) for Which the Test Irregularity Occurred:

HSPE MATH:
☐ GRADE 10   ☐ GRADE 11   ☐ GRADE 12   ☐ ADULT

HSPE READING:
☐ GRADE 10   ☐ GRADE 11   ☐ GRADE 12   ☐ ADULT

HSPE WRITING:
☐ GRADE 11   ☐ GRADE 12   ☐ ADULT

CRT:
☐ GRADE 3   ☐ GRADE 4   ☐ GRADE 5

CRT (CONT'D):
☐ GRADE 6   ☐ GRADE 7   ☐ GRADE 8

ITBS/ITED:
☐ GRADE 4   ☐ GRADE 7   ☐ GRADE 10

WRITING:
☐ GRADE 4   ☐ GRADE 8

OTHER. PLEASE DESCRIBE: _____

THIS FORM MAY BE PHOTOCOPIED

STC RESPONSIBILITIES DURING TEST ADMINISTRATION

1. Provide a narrative description of the test irregularity and how it occurred. *(Attach additional pages as necessary.)*

2. Indicate the names and positions of the individual(s) who were primarily responsible for the test irregularity.

3. What is your best estimate of the damage to the Nevada Proficiency Examination Program that will or could result from this test irregularity?

THIS FORM MAY BE PHOTOCOPIED

4. Do the guidelines for test security contained in the *Test Security Procedures for Nevada Proficiency Examinations*; *Guidelines for the Nevada Proficiency Examination Program;* or other guidelines distributed by the State Department of Education contain provisions that should have prevented this test irregularity?

If "Yes", which guideline(s) was/were not followed?

5. What action has been taken to help ensure against <u>future</u> test irregularities in your school?

6. Please provide your recommendation with regard to any further appropriate action that might be taken with regard to this incident.

THIS FORM MAY BE PHOTOCOPIED

Specific Duties of the School Test Coordinator: Following Testing

Answer Document Edit Procedures

> **Errors in coding the demographic information on the answer documents may result in inaccurate reports or delays in reporting test results. Answer documents must be returned to the districts for corrections before scoring can be completed.**

Following test administration, students' answer documents should be reviewed for the following:

- Ensure that there are no stray pencil marks in the timing track or grid areas to be machine scored.

- All marks to be machine scored are marked darkly in pencil.

- All erasures are complete.

- All sections have been gridded appropriately (if applicable).

PROGRAMS Codes:

IEP is for a student who is identified as having a disability and is provided placement and services consistent with the Individuals with Disabilities Education Act (IDEA). **This includes students with IEP for speech or language**. For testing purposes, IEP should NOT be coded for academically talented students.

Former IEP is for a student identified as having a disability, was provided placement and service consistent with the IDEA, and was subsequently determined to no longer require services, resulting in a different status (i.e. "Former IEP/Re-certified")

504 is for a student identified in accordance with section 504 of the Rehabilitation Act of 1973 and who has a Section 504 plan.

LEP is for a student who speaks a language other than English or has another language other than English spoken in the home and is eligible to participate in an English language instructional program.

Former LEP is for a student who speaks a language other than English or has another language other than English spoken in the home and has **previously** participated in an English language instructional program.

Immigrant is for a student enrolled in a school who was not born in the United States and who has not been attending school in the United States for more than three (3) full years.

F/RL is for a student who qualifies for the Free or Reduced Lunch Program. Students who are identified by the school or school district as being economically disadvantaged by any other means will also be coded here.

MG is for a student who has an approved Certificate of Eligibility on file with the Nevada of Education.

TI is for a student who has been identified for services in a school receiving **Title 1 Targeted Assistance** funding.

YEARS IN DISTRICT (YID) must be completed by school personnel as follows:

0 if the student was enrolled in this district after count day
1 if the student was continuously enrolled in this district since count day or before
2 if the student was continuously enrolled in this district for up to two years
3 if the student was continuously enrolled in this district for more than two years

YEARS IN SCHOOL (YIS) must be completed by school personnel as follows:

0 if the student was enrolled in this school after count day
1 if the student was continuously enrolled in this school since count day or before
2 if the student was continuously enrolled in this school for up to two years
3 if the student was continuously enrolled in this school for more than two years

TESTING CONDITIONS (labeled TC) applies only to a student with an IEP, a student with a Section 504 Plan, or a student identified as Limited English Proficient (LEP), and only if the student used accommodations on the test. In these cases, fill in the bubble indicating the conditions under which the student took the Reading, Math, or Science sections of the test.

R Regular conditions (no accommodations)
P Permissible or approved accommodations
N Non-permissible accommodations (or modifications)

REASON NOT TESTED should be completed if a student does not take the test. Fill in the appropriate bubble.

SCAAN if the student is administered Skills and Competencies Alternative Assessment of Nevada Special Accommodations.

ABSENT if the student is currently enrolled but is absent for test administration.

OTHER if the student is enrolled but did not participate for some other reason.

NO if one of the other REASONS NOT TESTED bubbles is mistakenly filled in.

BRAILLE is for the student taking the Braille version of the test. (Not available for CRT Pilot tests)

DATE OF ENTRY (DOE) Applicable for HSPE test administration only.

A school administrator must fill in the appropriate bubble indicating when the student first entered the 9th grade:

A 1999-2000 School Year
B 2000-2001 School Year
C 2001-2002 School Year
D 2002-2003 School Year
E 2003-2004 School Year

FIRST TEST (Applicable for HSPE test administration only)

<u>**YES**</u> student has never before taken a HSPE test. (Reading, Mathematics, or Writing).
<u>**NO**</u> student has taken at least one of the HSPE tests before.

STC RESPONSIBILITIES FOLLOWING TEST ADMINISTRATION

Completing Scoring Service Identification Sheets (SSID)

After inspecting the answer documents, complete the Scoring Service Identification (SSID) Sheet according to the following instructions.

Preprinted and blank SSID sheets are provided by your DTD. It is important that all the necessary information is printed and/or gridded on this sheet. If the preprinted data contains an error, do not alter it. Instead, fill out all pertinent information on a blank form. SSID sheets are scannable documents: **photocopies are not acceptable for Scoring Center use**. If additional forms are needed, contact your DTD.

If answer documents are assembled by grade, only one Scoring Service Identification Sheet for the entire grade in each school should be completed by the School Test Coordinator. Side 2 does not need to be filled out when answer documents are assembled by grade.

Note: **If testing the CRT and require reporting by class, complete Side 2. If testing HSPE, leave Side 2 blank.**

SIDE 1	
Print the information requested in the box located in the upper right-hand corner.	
A. DISTRICT	Print your district. (preprinted)
B. CITY	Print your city. (preprinted)
C. STATE	Print Nevada or NV. (preprinted)
D. SCHOOL	Print the name of the school as it appears on the Master File Sheet sent to the District Test Director. (pre-printed)
E. GRADE	Print the grade tested.
F. TEST DATE	Print the complete date testing began.
G. TEACHER, COUNSELOR OR GROUP	Print the appropriate name.
H. GRADE	Grid in the bubble for the grade tested.
I NUMBER OF DOCUMENTS	Complete with the number of answer folders.
J. SCHOOL NAME	Print the name of the school as it appears on the Master File Sheet in the blocks and mark the appropriate bubbles for the school name. (pre-printed)
K. SCHOOL CODE	Obtain from Master File Sheet

SIDE 1

Nevada DEPARTMENT OF EDUCATION

SCORING SERVICE IDENTIFICATION

FOR USE WITH NCS DOCUMENT UNDER DOC. NO. 5-1-2001.

THE SPECIFIC DIRECTIONS FOR THE USE OF THIS SHEET ARE GIVEN IN THE MATERIALS PROVIDED FOR THE TEST OR SURVEY BEING ADMINISTERED. PLEASE READ THEM.

USE NO. 2 PENCIL ONLY

PLEASE SUPPLY THE FOLLOWING INFORMATION:

Ⓐ DISTRICT _____

Ⓑ CITY _____ Ⓒ STATE _____

Ⓓ SCHOOL _____

Ⓔ GRADE _____ Ⓕ TEST DATE(S) _____
IF APPLICABLE

Ⓖ TEACHER, COUNSELOR OR GROUP _____
IF DOCUMENTS BEING GROUPED WITHIN SCHOOL

Ⓙ **SCHOOL NAME**

PRINT THE SCHOOL NAME IN THE ROW BOXES, ABBREVIATING IF NECESSARY TO FIT THE TWENTY SPACES; THEN MARK THE CORRESPONDING CIRCLE BELOW EACH BOX.

GRADE

MARK ONLY ONE

Ⓗ

PRE-K
K
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
OTHER

Ⓘ **NUMBER OF DOCUMENTS**

PRINT ONE NUMERAL PER BOX, RIGHT JUSTIFIED (e.g., 0032); THEN MARK THE CORRESPONDING CIRCLES.

Ⓚ **DISTRICT/SCHOOL CODE** (optional)

FOR SCORING CENTER USE

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TPC Reflective Bond™ 0927-163 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 A B C D E   999-8135-91-5

Figure 4: *Sample Scoring Service Identification (SSID) Sheet—Side 1*

School Code is NOT optional as indicated on SSID Sheet.

Organizing Answer Documents

The Scoring Service Identification Sheet for each grade should be on top of the stack of answer documents for that group and should be paper banded together. Return the banded stacks of answer documents to your DTD, making sure that the highest grade is at the bottom of the stack and that the lowest grade is at the top of the stack.

Collection of Secure Materials

Upon the completion of testing, the STC will collect and log in the secure test booklets from each Test Administrator. You will initial in the small blank below the column titled "PACKAGED FOR RETURN" next to each item on the *School Security Checklist* to indicate that each book has been returned by the Test Administrator. The test booklets should be stacked by grade in the dual-purpose cartons and returned to your DTD, once testing is complete.

ALL TEST BOOKLETS AND USED STUDENT ANSWER DOCUMENTS MUST BE RETURNED TO THE DISTRICT TEST DIRECTOR.

Return of Secure Materials to the District Test Director

The School Test Coordinator will return to the District Test Director two separate sets of materials:

1) Scorable Materials – The completed answer documents for each grade (paper banded with SSID Sheets)

2) Secure Materials – All test booklets and the *School Security Checklist* with all required signatures. The DTD should retain the original *School Security Checklist* for the district files.

The DTD should verify the return of each booklet by initialing in the small blank under the "Packaged for Return" column of the *School Security Checklist.* (The STC has also initialed in the small blank column to indicate return of each item from the school.)

ALL TEST BOOKLETS AND USED STUDENT ANSWER DOCUMENTS MUST BE RETURNED TO THE DISTRICT TEST DIRECTOR.

Follow your DTD's instructions as to the return of or destruction of un-used answer documents, scratch paper, etc.

Thank you for your participation in administering the HSPE/CRT testing program.

District and School Number List

01		**CHURCHILL**	02	316	Cannon M S	02	308	Fremont M S
01	401	Churchill Co H S	02	171	Carl E S	02	268	French E S
01	301	Churchill Co Jr H S	02	219	Carson E S	02	272	Frias E S
01	205	Best E S	02	158	Cartwright E S	02	240	Fyfe E S
01	206	Lahontan E S	02	304	Cashman M S	02	276	Galloway E S
01	202	Northside E S	02	607	Centennial H S	02	167	Garehime E S
01	207	Numa E S	02	409	Chaparral H S	02	318	Garrett M S
01	204	West End E S	02	415	Cheyenne H S	02	302	Garside M S
			02	109	Christensen E S	02	181	Gehring E S
02		**CLARK**	02	414	Cimarron Mem H S	02	120	Gibson E S
02	131	Adams E S	02	401	Clark H S	02	310	Gibson M S
02	231	Adcock E S	02	422	Comm Coll East H S	02	206	Gilbert E S
02	420	Advanced Tech Acad	02	426	Comm Coll South H S	02	153	Goldfarb E S
02	178	Alamo E S	02	423	Comm Coll West H S	02	102	Goodsprings E S
02	151	Allen E S	02	612	Coronado H S	02	275	Gragson E S
02	140	Antonello E S	02	165	Cortez E S	02	278	Gray E S
02	413	Area Tech Trade Ctr	02	335	Cortney M S	02	416	Green Vly H S
02	137	Bartlett E S	02	293	Cox Clyde E S	02	324	Greenspun M S
02	406	Basic H S	02	126	Cox David E S	02	208	Griffith E S
02	280	Bass E S	02	180	Cozine E S	02	317	Guinn M S
02	108	Beatty E S	02	223	Craig E S	02	161	Guy E S
02	327	Becker M S	02	342	Cram M S	02	207	Hancock E S
02	248	Beckley E S	02	205	Crestwood E S	02	261	Harmon E S
02	236	Bell E S	02	233	Culley E S	02	346	Harney M S
02	138	Bendorf E S	02	125	Cunningham E S	02	262	Harris E S
02	292	Bennett E S	02	130	Dailey E S	02	168	Hayes E S
02	271	Bilbray E S	02	172	Darnell E S	02	229	Heard E S
02	101	Blue Diamond E S	02	220	Dearing E S	02	173	Heckethorn E S
02	411	Bonanza H S	02	269	Decker E S	02	129	Herr E S
02	157	Bonner E S	02	124	Derfelt E S	02	209	Herron E S
02	211	Booker E S	02	609	Desert Pines H S	02	210	Hewetson E S
02	601	Boulder City H S	02	106	Deskin E S	02	122	Hill E S
02	279	Bowler Grant E S	02	300	Detwiler E S	02	297	Hinman E S
02	159	Bowler Joseph E S	02	263	Diskin E S	02	202	Hoggard E S
02	246	Bracken E S	02	266	Dondero E S	02	273	Hollingsworth E S
02	307	Bridger M S	02	111	Dooley E S	02	350	Hughes M S
02	306	Brinley M S	02	417	Durango H S	02	303	Hyde Park M S
02	179	Brookman E S	02	212	Earl Ira E S	02	252	Indian Spgs E S
02	319	Brown M S	02	296	Earl Marion E S	02	604	Indian Spgs H S
02	147	Bruner E S	02	267	Edwards E S	02	336	Indian Spgs M S
02	148	Bryan Richard E S	02	118	Eisenberg E S	02	182	Iverson E S
02	156	Bryan Roger E S	02	410	Eldorado H S	02	123	Jacobson E S
02	163	Bunker E S	02	164	Elizondo E S	02	323	Johnson M S
02	313	Burkholder M S	02	257	Ferron E S	02	135	Jydstrup E S
02	348	Cadwallader E S	02	347	Fertitta M S	02	133	Kahre E S
02	225	Cahlan E S	02	143	Fitzgerald E S	02	134	Katz E S
02	155	Cambeiro E S	02	119	Fong E S	02	332	Keller M S
02	349	Canarelli E S	02	608	Foothill H S	02	226	Kelly E S

02	169	Kesterson E S	02	312	Orr M S	02	139	Thorpe E S
02	107	Kim E S	02	425	Palo Verde H S	02	290	Tobler E S
02	136	King Martha E S	02	232	Paradise E S	02	265	Tomiyasu E S
02	105	King Martin E S	02	216	Park E S	02	127	Treem E S
02	309	Knudson M S	02	110	Parson E S	02	243	Twin Lakes E S
02	237	Lake E S	02	114	Perkins E S	02	176	Twitchell E S
02	166	Lamping E S	02	289	Peterson E S	02	214	Ullom E S
02	418	Las Vegas Acad	02	145	Piggott E S	02	404	Valley H S
02	402	Las Vegas H S	02	244	Pittman E S	02	154	Vanderburg E S
02	321	Laughlin Jr S H S	02	253	Priest E S	02	245	Vegas Verdes E S
02	337	Lawrence M S	02	403	Rancho H S	02	255	Virgin Vly E S
02	341	Leavitt M S	02	235	Red Rock E S	02	603	Virgin Vly Jr S H S
02	419	Liberty H S	02	295	Reed E S	02	301	Von Tobel M S
02	331	Lied M S	02	104	Reid E S	02	183	Walker E S
02	222	Lincoln E S	02	160	Rhodes E S	02	258	Ward E S
02	270	Long E S	02	150	Roberts E S	02	238	Warren E S
02	144	Lowman E S	02	315	Robison M S	02	247	Wasden E S
02	141	Lummis E S	02	174	Rogers E S	02	177	Watson E S
02	103	Lundy E S	02	339	Rogich M S	02	259	Wengert E S
02	117	Lunt E S	02	203	Ronnow E S	02	330	West M S
02	115	Lynch E S	02	201	Ronzone E S	02	405	Western H S
02	329	Lyon M S	02	221	Rowe E S	02	326	White M S
02	277	Mack E S	02	128	Rundle E S	02	256	Whitney E S
02	217	Mackey E S	02	412	S N V T C	02	142	Wiener E S
02	213	Manch E S	02	291	Sandy Vly E S	02	149	Wilhelm E S
02	311	Martin M S	02	320	Sandy Vly M S	02	242	Williams Tom E S
02	281	Martinez E S	02	328	Sawyer M S	02	224	Williams Wendell E S
02	132	May E S	02	344	Schofield M S	02	152	Wolfe E S
02	234	McCall E S	02	345	Sedway M S	02	287	Wolff E S
02	249	McCaw E S	02	251	Sewell E S	02	314	Woodbury M S
02	298	McDoniel E S	02	611	Sierra Vista H S	02	116	Woolley E S
02	113	McMillan E S	02	427	Shadow Ridge H S	02	121	Wynn E S
02	218	McWilliams E S	02	421	Silverado H S			
02	112	Mendoza E S	02	334	Silvestri M S	**03**		**DOUGLAS**
02	274	Miller Sandy E S	02	305	Smith M S	03	301	Carson Vly M S
02	338	Miller Bob M S	02	284	Smith Hal E S	03	501	Douglas H S
02	250	Mitchell E S	02	264	Smith Helen E S	03	201	Gardnerville E S
02	602	Moapa Vly H S	02	175	Snyder E S	03	206	Jacks Vly E S
02	424	Mojave H S	02	204	Squires E S	03	208	Kingsbury M S
02	333	Molasky M S	02	294	Stanford E S	03	205	Meneley E S
02	343	Monaco M S	02	286	Staton E S	03	210	Minden E S
02	282	Moore E S	02	241	Sunrise Acres E S	03	302	Pau Wa Lu M S
02	162	Morrow E S	02	325	Swainston M S	03	209	Pinon Hills E S
02	228	Mountain View E S	02	285	Tarr E S	03	207	Scarselli E S
02	170	Neal E S	02	260	Tate E S	03	502	Whittell H S
02	146	Newton E S	02	254	Taylor Robert E S	03	202	Zephyr Cove E S
02	283	Ober E S	02	230	Taylor Glen E S			
02	322	OCallaghan M S	02	239	Thomas E S			

04		**ELKO**	07	104	Orovada E S	**12**		**NYE**
04	205	Carlin E S	07	105	Paradise Vly E S	12	106	Amargosa Vly E S
04	601	Carlin H S	07	201	Sonoma Heights E S	12	316	Amargosa Vly M S
04	112	Currie E S	07	202	Winnemucca Grammar	12	201	Beatty E S
04	202	Elko Grammar	07	301	Winnemucca Jr H S	12	601	Beatty H S
04	603	Elko H S				12	311	Beatty M S
04	503	Elko Jr H S	**08**		**LANDER**	12	301	Clarke M S
04	104	Independence Vly E S	08	101	Austin E S	12	101	Duckwater E S
04	105	Jackpot E S	08	602	Austin H S	12	105	Gabbs E S
04	605	Jackpot H S	08	601	Battle Mtn H S	12	602	Gabbs H S
04	107	Montello E S	08	301	Battle Mtn Jr H S	12	315	Gabbs M S
04	108	Mound Vly E S	08	201	Black E S	12	207	Hafen E S
04	209	Mountain View E S	08	203	Lemaire E S	12	108	Johnson E S
04	203	Northside E S				12	102	Manse E S
04	206	Owyhee E S	**09**		**LINCOLN**	12	206	Mt Charleston E S
04	604	Owyhee H S	09	201	Caliente E S	12	604	Pahrump Vly H S
04	212	Petan Ranch Sch	09	501	Lincoln Co H S	12	103	Round Mtn E S
04	111	Ruby Vly E S	09	301	Meadow Vly M S	12	605	Round Mtn H S
04	211	Sage E S	09	102	Pahranagat Vly E S	12	313	Round Mtn M S
04	204	Southside E S	09	601	Pahranagat Vly H S	12	204	Silver Rim E S
04	210	Spring Creek E S	09	302	Pahranagat Vly M S	12	202	Tonopah E S
04	606	Spring Creek H S	09	202	Panaca E S	12	603	Tonopah H S
04	504	Spring Creek M S	09	203	Pioche E S	12	312	Tonopah M S
04	207	Wells E S						
04	602	Wells H S	**10**		**LYON**	**13**		**CARSON**
04	208	West Wendover E S	10	209	Cottonwood E S	13	201	Bordewich Bray E S
04	607	West Wendover H S	10	201	Dayton E S	13	501	Carson H S
			10	604	Dayton H S	13	301	Carson M S
05		**ESMERALDA**	10	208	Dayton Inter	13	302	Eagle Vly M S
05	101	Dyer E S	10	203	Fernley E S	13	209	Empire E S
05	102	Goldfield E S	10	601	Fernley H S	13	204	Fremont E S
05	103	Silver Peak E S	10	303	Fernley Inter	13	203	Fritsch E S
			10	205	Silver Spgs E S	13	211	Mark Twain E S
06		**EUREKA**	10	605	Silver Stage H S	13	207	Seeliger E S
06	101	Crescent Vly E S	10	304	Silver Stage M S			
06	103	Eureka E S	10	204	Smith Vly E S	**14**		**PERSHING**
06	601	Eureka H S	10	602	Smith Vly H S	14	101	Imlay E S
			10	210	Sutro E S	14	201	Lovelock E S
07		**HUMBOLDT**	10	202	Yerington E S	14	601	Pershing H S
07	101	Denio E S	10	603	Yerington H S	14	301	Pershing M S
07	206	French Ford M S	10	302	Yerington Inter			
07	205	Grass Vly E S				**15**		**STOREY**
07	107	Jackson Mtn E S	**11**		**MINERAL**	15	101	Gallagher E S
07	103	Kings River E S	11	203	Hawthorne El Jr H S	15	102	Hillside E S
07	106	Leonard Creek E S	11	201	Hawthorne Primary	15	601	Virginia City H S
07	501	Lowry H S	11	601	Mineral Co H S	15	301	Virginia City M S
07	203	McDermitt E S	11	202	Schurz E S			
07	601	McDermitt H S						

16		**WASHOE**	16	311	Mendive M S	**21**		**CHURCHILL ALT**
16	266	Allen E S	16	228	Mitchell E S	21	902	Churchill Co Adult
16	201	Anderson E S	16	267	Moss E S			
16	271	Beasley E S	16	211	Mount Rose E S	**22**		**CLARK ALT**
16	207	Beck E S	16	237	Natchez E S	22	941	Adult Ed
16	275	Bennett E S	16	607	North Valleys H S	22	930	Biltmore Cont
16	310	Billinghurst M S	16	308	OBrien M S	22	922	Burk Credit
16	208	Booth E S	16	240	Palmer E S	22	419	Burk Sunset
16	229	Brown E S	16	213	Peavine E S	22	948	Child Haven
16	214	Cannan E S	16	302	Pine M S	22	924	Cowan Credit
16	261	Caughlin Ranch E S	16	233	Pleasant Vly E S	22	932	Cowan Academic
16	301	Clayton M S	16	505	Reed H S	22	949	Desert Rose Adult
16	215	Corbett E S	16	502	Reno H S	22	926	Desert Willow E S
16	315	Damonte Ranch M S	16	221	Risley E S	22	927	Desert Willow Sec
16	609	Damonte Ranch H S	16	217	Sierra Vista E S	22	925	Independent Study
16	268	Desert Heights E S	16	263	Silver Lake E S	22	407	Jeffrey Behavior
16	238	Diedrichsen E S	16	260	Smith Alice E S	22	920	Jeffery Credit
16	306	Dilworth M S	16	225	Smith Kate E S	22	934	Morris Behavior
16	258	Dodson E S	16	218	Smithridge E S	22	917	Miley Achvmt E S
16	272	Donner Spgs E S	16	269	Spanish Spgs E S	22	916	Miley Achvmt Sec
16	212	Double Diamond E S	16	606	Spanish Spgs H S	22	215	Miller Sch
16	223	Drake E S	16	503	Sparks H S	22	923	Morris Credit
16	204	Duncan E S	16	307	Sparks M S	22	408	Morris Sunset
16	239	Dunn E S	16	219	Stead E S	22	910	Stewart Sch
16	203	Elmcrest E S	16	234	Sun Valley E S	22	928	South Cont
16	509	Galena H S	16	303	Swope M S	22	911	Variety Sch
16	601	Gerlach H S	16	265	Taylor E S	22	929	Washington Cont
16	313	Gerlach M S	16	603	T M C C Magnet H S	22	933	Peterson Behavior
16	256	Gomes E S	16	209	Towles E S	22	931	Peterson Credit
16	216	Gomm E S	16	305	Traner M S	22	909	Peterson E S
16	224	Greenbrae E S	16	276	Van Gorder E S	22	605	Sunset North
16	262	Hidden Vly E S	16	304	Vaughn M S	22	613	Sunset Northwest
16	230	Huffaker E S	16	235	Verdi E S	22	606	Sunset South
16	504	Hug H S	16	220	Veterans Mem E S			
16	274	Hunsberger E S	16	205	Warner E S	**23**		**DOUGLAS ALT**
16	206	Hunter Lake E S	16	264	Westergard E S	23	901	Douglas Alt
16	251	Incline E S	16	259	Whitehead E S			
16	602	Incline H S	16	270	Winnemucca E S			**ELKO ALT**
16	309	Incline M S	16	501	Wooster H S	**24**	902	Elko Adult
16	236	Johnson E S				24	903	Elko Alt
16	226	Juniper E S	**17**		**WHITE PINE**			
16	232	Lemmon Vly E S	17	103	Baker E S	**27**		**HUMBOLDT ALT**
16	257	Lenz E S	17	101	Lund E S	27	903	Lowry Adult
16	227	Lincoln Park E S	17	601	Lund Jr S H S	27	901	Leighton Hall
16	202	Loder E S	17	203	McGill E S			
16	273	Mathews E S	17	201	Norman E S	**28**		**LANDER ALT**
16	222	Maxwell E S	17	502	White Pine Co H S	28	902	Lander Adult
16	508	McQueen H S	17	301	White Pine M S			
16	210	Melton E S						

29		**LINCOLN ALT**	56	281	Mariposa Acad	80	725	Echoes Christian
29	902	Lincoln Co Adult	56	610	Rainshadow HS	80	754	Faith Baptist Acad
			56	605	Sierra NV Acad	80	712	Faith Lutheran
31		**MINERAL ALT**				80	749	Foothills Montessori
31	901	Mineral Alt	**60**		**INDEPENDENCE CORR**	80	741	Grace Christian
			60	903	Independence H S	80	747	Haikal Islamic
32		**NYE ALT**				80	745	H O P E Academy
32	606	Pathways H S	**62**		**CLARK CORR**	80	746	House of Knowledge
32	607	Pathways M S	62	947	CC Detention	80	739	Lake Tahoe School
32	902	Nye Co Adult	62	777	Detention	80	705	Lake Mead Christian
			62	949	H D S P	80	731	Legacy Christian
33		**CARSON ALT**	62	921	Impact Program	80	755	Little Flower School
33	902	Carson Adult	62	912	Juvenile Court	80	710	Mountain View Chr
33	903	Pioneer H S	62	948	S D C C	80	743	New Hope Christian
			62	950	S N W C F	80	704	New Horizons Acad
34		**PERSHING ALT**	62	913	Spring Mtn Jr Sr H S	80	728	N N T C
34	903	Pershing Co Adult	62	928	Summit Des Willow	80	756	Our Lady of Snows
34	901	Pershing Alt	62	919	Summit View	80	721	Paradise Christian
						80	720	Reno Christian
35		**STOREY ALT**	**63**		**DOUGLAS CORR**	80	717	Ruby Mtn Christian
35	901	Virginia City Alt	63	503	Jacobsen H S	80	751	Sage Ridge School
						80	757	St Alberts School
36		**WASHOE ALT**	**64**		**ELKO CORR**	80	707	The Meadows School
36	918	ESL ES at Traner	64	906	Juvenile Detention	80	718	Trinity Christian
36	913	ESL HS at Wooster				80	740	University Baptist
36	914	ESL MS at Pine	**69**		**LINCOLN CORR**	80	750	Warren Walker School
36	920	Washoe Adult	69	602	C O Bastian			
36	506	Washoe H S						**HOME SCHOOLED**
36	314	Washoe M S	**70**		**LYON CORR**	81	888	Churchill Home Sch
			70	902	Western NV Yth Ctr	82	888	Clark Home Sch
37		**WHITE PINE ALT**				83	888	Douglas Home Sch
37	904	Steptoe Vly Adult	**73**		**CARSON CORR**	84	888	Elko Home Sch
37	903	Steptoe Vly H S	73	202	Corbett Facility	85	888	Esmeralda Home Sch
						86	888	Eureka Home Sch
41		**CHURCHILLCHARTER**	**74**		**PERSHING CORR**	87	888	Humboldt Home Sch
41	402	Gateways to Success	74	991	Coal Canyon H S	88	888	Lander Home Sch
						89	888	Lincoln Home Sch
42		**CLARK CHARTER**	**77**		**WHITE PINE CORR**	90	888	Lyon Home Sch
42	288	Agassi College Prep	77	902	Mountain H S	91	888	Mineral Home Sch
42	615	Explore Knowledge				92	888	Nye Home Sch
42	610	Keystone	**80**		**PRIVATE**	93	888	Carson Home Sch
42	299	Odyssey E S	80	742	Academy for Learning	94	888	Pershing Home Sch
42	614	Odyssey Sec	80	703	Bishop Gorman	95	888	Storey Home Sch
			80	709	Bishop Manogue	96	888	Washoe Home Sch
56		**WASHOE CHARTER**	80	736	Black Mountain	97	888	White Pine Home Sch
56	608	Acad for Career Ed	80	711	Calvary Chapel			
56	278	Bailey E S	80	748	Capital Christian	**98**		**BIA SCHOOLS**
56	312	Coral Acad of Sci	80	753	Carson Cty Adventist	98	723	Pyramid Lake
56	282	High Des Montessori	80	734	Church Academy	98	752	Duckwater Shoshone
56	604	I Can Do Anything	80	744	Desert Torah			

IEP Accommodation Form for the Nevada Proficiency Examination Program
Effective for 2003-2004 School Year Only

Student Name:_____   **Date:_____**

This form is to be used by a student's IEP team in documenting need for testing accommodations and must accompany the IEP. Accommodations selected are specific and must be provided to the appropriate classroom test administrator(s). Test security guidelines must be strictly adhered to in the administration of NPEP testing for all students. At least one of options I through III must be completed.

I.   NO ACCOMMODATIONS NEEDED

_____It is the judgment of the IEP committee that no accommodations are needed for this student. The student will test using standard

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II.   PERMISSIBLE ACCOMMODATIONS

The accommodations for the Nevada Proficiency Examination Program, which are listed below, apply to the HSPE, the Writing Assessments, the *ITBS* and *ITED* and the CRTs, unless otherwise indicated. The use of accommodations other than those specifically outlined below requires prior approval by the Nevada Department of Education. A list of contacts is provided in *Guidelines for the Nevada Proficiency Examination Program.*

Accommodations in the Test Setting (Check only those that apply to this student):
_____Individual administration will be allowed.
_____Small group administration (other than regular classroom) will be allowed.
_____Administration in an alternative setting will be allowed.
          Describe:_____
_____Provide for special lighting.
          Describe:_____
_____Provide for test administration in a study carrel or reasonable substitute.
_____Provide for special acoustics such as an amplifier for verbal instructions.
          Describe:_____

Accommodations in Test Scheduling (Check only those that apply to this student):
_____Tests administered at a time of day when the student is expected to do his/her best work.
          Describe:_____
_____The time allowed to take the test in a single session is extended to allow for rest periods to counter fatigue or to allow for the increased time required by altered testing procedures **(not to exceed twice the normal time).**
          Extra time is allowed on the following tests or subtests:
          _____Reading
          _____Language Arts (*ITBS/ITED only*)
          _____Mathematics
          _____Science
          _____Writing

Accommodations in Test Administration (Check only those that apply to this student):
_____Provide test administration by a specific individual (i.e. special education teacher, guidance counselor, etc.).
          Specify:_____
_____Student will use a visual magnification device.
_____Student will use an electronic device whose sole function is to enlarge text.
_____Student will use a mask to cover portions of the test.
_____Student will use markers to maintain his/her place.
_____Student will use a large-print or Braille (circle one) version of the test.

_____Student will use a device to screen out extraneous sounds.
_____Student will use a calculator on the HSPE or CRT mathematics test.
_____Test administrator or proctor will use an auditory amplification device to give directions.
_____Test administrator or proctor will read aloud directions that are not normally read aloud to the student.
_____Test administrator or proctor will reread directions aloud as necessary.
_____Test administrator or proctor will provide verbatim directions to the student in sign language.
_____Test administrator or proctor will read the language arts test(s) (*ITBS/ITED* only) verbatim to the student.
_____Test administrator or proctor will read the mathematics test(s) verbatim to the student.
_____Test administrator or proctor will read the science test(s) verbatim to the student.
_____Test administrator or proctor will provide directions on a separate sheet for the student to keep use as needed.

Accommodations in Student Responses (Check only those that apply to this student):
_____Student will use pencils adapted in size or grip diameter.
_____Student will type written responses using a keyboard or typewriter. (**The use of electronic aids such as spelling, grammar or hyphenation checks are not permitted on the writing assessment.**)
_____Student will use a Braillewriter to record responses to writing prompts or constructed response question(s).
_____Student will record responses to multiple-choice questions in the test booklet or on a separate sheet of paper.
_____Student will record response(s) to writing prompts or constructed response question(s), on a separate sheet of paper.
_____Student will dictate responses for multiple-choice questions to a test administrator or proctor.
_____Student will dictate responses for constructed response questions to a test administrator or proctor. (**This option is NOT available to students taking a writing assessment.**)

Other Accommodation(s):
_____An accommodation not listed above, which has been approved <u>in writing</u> by the Nevada Department of Education: Assessment, Program Accountability, and Curriculum. (Attach copy of letter.)
Description of accommodation:_____

III.   ALTERNATE ASSESSMENT(S)

_____It is the judgment of the IEP committee that this student will not participate in the CRT, *ITBS* or *ITED*, or Writing Assessment during the period of the current IEP. The following alternate assessment(s) has/have been selected as a replacement:_____

(IEP committees who make this decision must be aware of the long-range impact this decision may have on the student. Please refer to the "Administration and Reporting Guidelines for SCAAN for further details.)

NON-PERMISSIBLE ACCOMMODATIONS

All students who test using other than permissible accommodations (see lists above) will be placed in the lowest achievement category for that test and will be counted for participation. The following accommodations are non-permissible and do affect the validity of the test scores. This list is not exhaustive and has been provided to highlight a few specific modifications that do affect the validity and reliability of a student's test scores. IEP committees should check with the Nevada Department of Education on the use of any accommodation not listed on this accommodations' form.

- Test administrator reading the reading or vocabulary test(s) to the student. (This includes any process for orally transmitting the test content to the student through the use of any device that converts print or other code to speech.)
- Student using an electronic spell check or grammar check device on a writing assessment.
- Student dictating to a scribe the response to the HSPE in Writing or 4th or 8th Grade Writing Assessment.
- Student using a calculator on the Mathematics Computation section of the *ITBS* or *ITED*.

NEVADA PROFICIENCY EXAMINATION PROGRAM
Proficiency Testing Record for Limited English Proficient Students
Effective for 2003-2004 School Year Only

Student Name_____**Date**_____

School_____ **District**_____

Although federal law currently requires annual testing for all Limited English Proficient (LEP) students in English language proficiency in oral speech, reading, writing, speaking, and comprehension, scores on either the *Language Assessment Scales (LAS)* or *English Language Development Assessment (ELDA)* cannot be used as an alternate to state-mandated assessments. All LEP students must participate in the state assessments to meet requirements for assessing their knowledge in content areas. One of the two options below must be completed for each LEP student. LEP students who are on monitored status cannot use an accommodation for a state-mandated assessment. Accommodations are specific for each student, and relevant information from this form must be provided to the appropriate test administrator(s). Test security guidelines must be strictly adhered to in the administration of NPEP testing for all students.

I.   NO ACCOMMODATIONS NEEDED

_____No accommodations are needed for this student. The student will test using standard conditions.

II   PERMISSIBLE ACCOMMODATIONS

The accommodations for the Nevada Proficiency Examination Program, which are listed below, apply to the HSPE, the Writing Assessments, the *ITBS* and *ITED* and the CRTs, unless otherwise indicated. The use of accommodations other than those specifically outlined below requires prior approval by the Nevada Department of Education. A list of contacts is provided in *Guidelines for the Nevada Proficiency Examination Program.*

Accommodations in the Test Setting (Check only those that apply to this student):
_____Individual administration will be allowed.
_____Small group administration (other than regular classroom) will be allowed.
_____Administration in an alternative setting will be allowed.
Describe:_____
_____Student will take the test in a study carrel or reasonable substitute.

Accommodations in Test Scheduling (Check only those that apply to this student):
_____The time allowed to take the test in a single session is extended to allow a student to accomplish the
         translation necessary to take the test in English**.** Extra time is allowed on the following tests or
         subtests:
         _____Reading   _____Language Arts *(ITBS/ITED)* _____Mathematics _____Science
         _____Writing

Accommodations in Test Administration (Check only those that apply to this student):
_____A specific individual may administer the test. (i.e. ESL/ELL teacher).
Specify:_____
_____Words in writing test prompt(s) will be **defined** so that the student understands the meaning of the
topic. **(No help can be given on responding to the topic nor may the prompt be translated into the
student's first language.)**
_____Student will use a bilingual dictionary on the CRTs, grades 3-8, and on 4th and 8th grade writing
         assessments.
_____Student will use word-for-word translators on the *ITBS* and the *ITED*.
_____Test administrator or proctor may answer questions that deal with **testing procedures**.
_____Test administrator or proctor will read aloud directions that are not normally read aloud to the student
         in the student's native language when possible and necessary.

_____Test administrator or proctor will reread directions aloud as necessary.
_____Test administrator or proctor will read the language arts test(s) *(ITBS/ITED* only) verbatim to the
student.
_____Test administrator or proctor will read the mathematics test(s) verbatim to the student.
_____Test administrator or proctor will read the science test(s) verbatim to the student.

Other Accommodation(s):
_____An accommodation not listed above, which has been approved <u>in writing</u> by the Nevada Department
of Education: Assessment, Program Accountability, and Curriculum. (Attach copy of letter.)
Description of
accommodation:_____

NON-PERMISSIBLE ACCOMMODATIONS (MODIFICATIONS)

All students who test using other than permissible accommodations (see lists above) will be placed in the lowest achievement category for the test and will be counted for participation. The following accommodations are non-permissible and do affect the validity of the test scores. This list is not exhaustive and has been provided to highlight a few specific modifications that do affect the validity and reliability of a student's test scores. Those deciding on accommodations should check with the Nevada Department of Education on use of any accommodation not listed on this accommodations' form.

- Test administrator or proctor reading the reading or vocabulary test(s) to the student. (This includes any process for orally transmitting the test content to the student through the use of any device that converts print or other code to speech.)
- Student using an electronic spell check device on a writing assessment.
- Student using a bilingual dictionary. (This applies to all portions of the HSPE in Reading, Math and Writing.)

STATE OF NEVADA

Nevada
DEPARTMENT
OF
EDUCATION

1 2 3 4 5 6 7 8 9 10 11 12 A B C D E